Introduction to Banner Finance Terms

Getting to know your

Index Codes
Index Codes replaced old ISU account numbers as of 7/1/09

Why Index Codes?
Banner allows us to keep track of our Finances very closely. In Banner, every transaction must be associated with a FOAPAL, a 6-segment accounting string (but very often we just use the first 4 parts and call it a FOAP). All FOAPALs are part of our Chart of Accounts (COA, always “9” on a Banner form). Here’s how it works:

The way we used to account for purchases — prior to 7/1/09
(expenses tracked by Account Number + Object Code)
Example: Transaction for Account Number 853-006-01

<table>
<thead>
<tr>
<th>08</th>
<th>853-006</th>
<th>01</th>
<th>8205</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services</td>
<td>Institutional Research</td>
<td>State Appropriated</td>
<td>Phone</td>
</tr>
</tbody>
</table>

Account Major
which purpose of the university is supported?
= Program*

Account Number
who (what unit or dept.) is doing the spending?
= Org*

Fund
where did the money come from (source)?
= Fund*

Object Code
what is the money being spent on?
= Account*

* Banner equivalent

How it’s done in Banner: Every transaction must be associated with a “FOAP(AL)”
(expenses tracked by Index Code + Account Code*)
Example: Transaction for Index Number AENR05

<table>
<thead>
<tr>
<th>110000 State Appropriated</th>
<th>49001 Institutional Research</th>
<th>7115 Phone</th>
<th>08SS Student Services</th>
<th>not currently used</th>
<th>not currently used</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>O</td>
<td>A</td>
<td>P</td>
<td>A</td>
<td>L</td>
</tr>
</tbody>
</table>

Fund
where did the money come from (source)?

Org
who (what unit or dept.) is doing the spending?

Account
what is the money being spent on?

Program
which purpose of the university is supported?

Activity
what is being done?

Location
where is it?

* The Account Code is the equivalent of the old Object Code. Banner puts it in the middle of the accounting string instead of tacking it on the end.

More information ➔
How Index Codes are Designed

An Index Code is a shortcut to a set of corresponding Fund, Org, and Program Codes. Each Banner Index Code is six characters long, and is much easier to remember than its F-O-P equivalent, which can be up to 18 characters in length.

1st character = Fund category
A = Appropriated; L = Local; R = Restricted, i.e., grants, scholarships

2nd-4th characters = Org
each Org has its own 3-digit identifier

Org identifier examples:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITS</td>
<td>IT Services</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
</tr>
<tr>
<td>CHM</td>
<td>Chemistry</td>
</tr>
</tbody>
</table>

5th-6th characters = sequential number (i.e., 01, 02, etc.)
allows numbering of budgets belonging to an Org

Some Sample Interpretations:
AITS01 = Appropriated, IT Services, first budget
AITS02 = Appropriated, IT Services, second budget

On requisitions, Account Codes (formerly Object Codes) are determined by

Commodity Codes

- Commodity Codes identify types of goods or services
- Account Codes identify categories of expense

For each item to be purchased, the person creating the requisition (ReqMaster) selects the correct Commodity Code.

One or more Commodity Codes may be linked to each Account Code. When a ReqMaster selects a Commodity Code, Banner automatically fills in the corresponding Account Code.

Find Commodity Codes Online: www.isu.edu/finserv